



Information for teachers of new students with little or no English starting school


What to do in the first few days.

Student Information

Gather as much information as possible about the new student. Try to develop a relationship with the parent/s. Learn the student's name (how to write and say it), find: country of origin, language spoken at home, languages spoken by parents and other family members, visa status; permanent or temporary, their reason for coming to Australia. This information will help you form a relationship the student, discover how much English they know, understand them better and assist them in the class program. This information is also useful for completing New Arrival and Annual LBOTE Surveys.



Introduction to school

Talk to the child about coming to school. This is a new experience for them. Assign a child who can speak the child's language to sit with them in class. If this is not possible, a child who will be a good model of English for them will be asked to sit with them. Introduce them to the class using their name with the correct pronunciation. Go on a tour of the school inside and outside. Make sure you show them the toilets they can use. Give them a map clearly labelled that they can write on. A copy of the school rules, timetable and calendar (in their language possible or in English) should be provided and an explanatory school bells.  Try to make the student and their family feel welcome in their new school by having signs of welcome



The "Buddy System"

Establish a buddy system in your class for the new student and the class to get to know each other. The "buddy" can participate in specific activities designed to help the student learn English. In each session provide opportunities for the buddy and student to work together. Change the "Buddy" daily.

Try to establish a buddy system with an older student who speaks the same language.



Remember

A newly arrived student from a language background other than English speaking may not speak for several weeks or even longer. **DON'T PANIC!** The student is listening. You can tell if the student is listening by the way they respond to instructions and follow class routines.

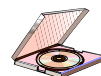
See **ESL Scales oral interaction levels 1-4** for indicators or signals of achievement. When the student is ready to interact with others continue to use the ESL Scales to assist in assessing, planning and reporting student achievement. The ESL Scales is a useful document when assessing students in oral interaction, reading and responding and writing when English outcomes don't apply. All schools should have a copy. Please call your regional office for more information.

Available Services

Telephone interpreter services are available free to all school staff or parents with both parties at one site or at different sites. Call **131 450** explain the purpose of your call, quote client code **C 018294** to gain access to the interpreter in the language you require. **On site interpreting** can be arranged free if available. Information and the Interpreter Request form can be downloaded from the internet at <http://www.schools.nsw.edu.au/adminsupport/interpret.php> then follow the instructions at the top of the request form.



Translations of documents may be arranged by schools for urgent matters relating to student welfare. Ph: 92445306 at Multicultural Programs Unit. Translated documents can be printed from the internet on a range of subjects and in over 40 languages at www.det.nsw.edu.au/languagesupport/index.htm



State Equity Centre Library
11-13 Mimika Ave. Whalan 2770
Ph: 88081170 fax: 8808 1171
Library phone: 02 8808 1177



Email: equity.sydney@det.nsw.edu.au

The equity resource library has new arrival kits, ESL closed reserve items, ESL theory for K-12, listening kits, CD-Roms, ESL teacher resource books and workbooks, bilingual books in popular fiction, bilingual dictionaries in a range of languages. All DET teachers can join the library and borrow items free.

Library hours are 9 to 4:30pm weekdays except public holidays. The librarians are happy to talk to you and offer advice on the resources you may need in person or over the phone and will send the resources to your school free. Resources are usually on loan for a month but extensions can be made over the phone if the resource is not in demand.